

Policy: Release of Student Transcripts	Number: 808.05
Date Revised: 09-01-17	Supersedes: J-08
Cross Reference: N/A	Issued: 04-01-92

The Dean of Students will provide an official transcript to any employer or educational institution when the respective student makes a written request. The student may, at any time, receive a grade report or an unofficial transcript for personal use only. With the exceptions noted below, no grades or transcripts will be released without written permission of the student.

In accordance with guidelines of the American Association of Collegiate Registrars and Admissions Officers, published in The Academic Report and Record Transcript Guide, the following individuals or agencies may be furnished a transcript without the written consent of the student:

1. Appropriate officials of the Alabama Department of Corrections.
2. College Officials – Records officials and other College officials, including instructors and department heads who the records officials deem to have a legitimate educational interest in the student’s records.
3. Official Representatives of Federal Departments or Agencies or State Education Authorities – for purposes of audits, evaluation studies, etc. Data will be protected to prevent personal identification except when particularly authorized by Federal or State law. The data or copies that may be on file at ISTC will be destroyed or stored when no longer needed.
4. Financial Aid Officers – in situations when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to individual students.
5. Recognized Educational Accrediting Organizations.
6. Organizations Conducting Studies for Administrative Evaluation Tests, etc.
7. Other appropriate persons in an emergency situation where such disclosure is necessary or reasonably presumed to be necessary to protect the health or safety of the student or any other person employed by or attending the College.

Records officials shall place in each student’s file a record of all requests for access to the file, the name of each person making any request for information from the file, the agency or institution represented by each person making any such request,

and the action taken by the records official in response to the request. However, there shall be no such record necessarily kept for a request by ISTC officials who have a need for access to the respective student file.

The appropriate records official will supervise any inspection of individual student records, and the student's record file shall not be taken from the designated records official's office.